

Indiana Department of Education

The Brown Box to Bulk Bulletin

2018 Early Winter Edition

The IDOE Food Distribution Team wishes everyone a safe and enjoyable holiday season!

School breaks and closures are now a reality. Please remember to have school staff available if you are expecting a warehouse delivery to avoid missed delivery, restocking, and/or drop fees.

Excess storage fees will be charged for all inventory remaining at the State contracted warehouse, Dilgard, Stanz, McFarling, or Wabash after the expire date listed in the green puzzle piece under the inventory tab.

What is the IDOE Food Distribution Program (FDP)?

A program administered through IDOE for eligible institutions to receive entitlement dollars to purchase food from the United States Department of Agriculture (USDA). These foods are USDA Foods (formerly known as commodities), can be used within the National School Lunch Program (NSLP), Summer Food Service Program (SFSP), and After School Snack Program (ASSP). To learn more about FDP, please visit:

<http://www.doe.in.gov/nutrition/food-distribution-program>.

What's New?

The USDA is sponsoring the Show Us Your Tray Contest and they want to see how you showcase USDA Foods in your school meals. Click [here](#) for more information. Here are submissions from previous winners.



Baja Cantina Nachos

2017 Show Us Your Tray Winner
Prince William County School District, VA



Mandarin Chicken Salad

2016 Show Us Your Tray Winner
Duvall County School District, FL

Keep It Moving!

As a reminder, it is the RA's responsibility to manage USDA Foods even if the RA uses a Food Service Management Company (FSMC). RAs are the owners of the USDA Foods (not the FSMC) and need to ensure that their USDA Foods supply does not exceed the USDA's six month rule at the state contracted warehouses or product diverted to the state approved processors. Please be sure to remove product from the state contracted warehouses as soon as possible to comply with the USDA's six month rule. Also, monitor product balances sent to state approved processors regularly via the commodity tracking companies, [ProcessorLink](#) and [K12Foodservice.com](#).

Upcoming Events

Click [here](#) to check out our upcoming trainings.

Timeline

November

Beginning November 1, 2018, Excessive Storage Charges were assessed and charged to monthly reimbursement claim amounts.

December

Commitment requests for the USDA DoD Fresh Fruit and Vegetable Program have been sent. The deadline is December 31, 2018. Please refer to the article in this newsletter.

A survey was sent out to obtain RA feedback regarding the Food Distribution Program. To provide your feedback click [here](#). The deadline to reply is Friday, December 21, 2018.

January

The annual pre-order survey will open in late January.

February

The Indiana State Nutrition Association Winter Seminar is scheduled for Friday, February 1, 2019.

Upcoming 2020 Pre-order Survey

The pre-order survey, referred also to as the survey, is a mandatory process for all School Food Authorities (SFAs), also known as Recipient Agencies, (RAs). It is a sort of grocery “wish list” of United States Department of Agriculture (USDA) Foods that the RA would like to menu and serve students in the following school year. RAs must be on the National School Lunch Program (NSLP) for at least one school year. USDA Foods is a simple way to cut the school food budget up to 20%. The upcoming survey for the 2019-2020 school year will open in late January 2019 and close in mid to late March 2019. These open and close dates are based upon guidance from USDA. Both direct delivered (formerly known as brown box) and direct diversion (products sent to processors) are selected on the same survey. RAs should begin preparing for the pre-order survey **NOW** by reviewing previous surveys and menus, checking the amount of inventory on hand, at the processors and the inventory sitting at the state contracted warehouses which is listed in CNPweb. More information regarding the survey is forthcoming.

Did you Procure It?

With the upcoming pre-order almost here, RAs need to ensure that all chosen processors have been procured in order to meet procurement plan requirements. Processors can be procured by such events as price comparison, cuttings, taste tests, etc., taking into consideration that price must be the highest weighted factor. Remember USDA Foods are all American grown and meet your Buy American provision for your procurement review. For questions regarding procurement, contact Cindy Harris at charris@doe.in.gov.

USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program

USDA DoD Fresh Fruit and Vegetable program is an optional program. This program allows schools to receive fresh fruit and vegetables by committing a specific amount of the RAs entitlement dollars. This amount will be deducted from the entitlement amount before the pre-order survey opens. This amount is chosen by the RA. Recipient Agencies can make their commitments from now until Monday, December 31, 2018 by clicking [here](#). This program is **NOT** the Fresh Fruit and Vegetable Program (FFVP) which has certain eligibility requirements. For more information on USDA DoD Fresh Fruit and Vegetable program, visit <https://www.doe.in.gov/nutrition/food-distribution-program>.

Your Students are eating what????

In this section, we would like to showcase *your* unique ideas and recipes using USDA Foods. Please email Cheryl Moore at cmoore@doe.in.gov to submit your ideas.



Looking for a way to use your USDA Foods diced chicken?

Jerry Gibson and the Indiana School for the Blind staff in Indianapolis have an idea.

Chicken Tetrazzini

Makes: 100 Servings

This recipe contains USDA Foods and is a delicious, nutritious way to get students to try new dishes. Please click [here](#) to view the full recipe. Other recipes containing USDA Foods can be found [here](#).

Did You Know?

The [USDA Foods Farm to Plate: FDPir Connection](#) has good information. The November 2018 issue has information about new user requests for FFAVORS, e-Authentication and assistance with forgotten login information.

There are five new products proposed to be added to the 2020 pre-order survey. The new products are:

111100 Cereal, Oat Circles, Bowls, 96/10z.

110921 Chicken, Filet, Unbreaded, Frozen 30lb. case

110859 Mixed Berries, Cup, Frozen 96/4oz. cups

110871 Mixed Vegetables, No Salt Added, Frozen 30lb. case

TBD Cheese, Cheddar, Yellow, Sliced 12 lb. case

(These items are subject to change due to low interest or cancellation)

Always Remember To:

- Have staff available to receive USDA Foods orders.
- Check expire and close dates on the inventory tab in CNPweb to avoid excess storage charges and/or lost product. The Expire dates is when the warehouse begins charging excess storage fees and the close date is when the state takes the product back to redistribute to another institution.
- Place an order of 10 cases or more to avoid drop fees.
- Remove USDA Foods from the state contracted warehouses and processors as soon as possible.
- Check with [ProcessorLink.com](#) and [K12Foodservice.com](#) monthly to verify your raw/bulk product balances. Also, double check both sites to ensure product has not been previously diverted to a processor by food service staff. There may be product available in your school's account.

Definitions and Acronyms

ACDA – American Commodity Distribution Association

ASSP – After School Snack Program

DoD – Department of Defense

FFAVORS -- Fresh Fruits and Vegetables Order Receipt System

FDP -- Food Distribution Program

FSD – Food Service Director

IDOE – Indiana Department of Education

NSLP – National School Lunch Program

PAL – Planned Assistance Level

RA – Recipient Agency

SBP – School Breakfast Program

SDA – State Distributing Agency

SFA -- School Food Authority

SFSP – School Food Service Program

SY – School Year

USDA – United States Department of Agriculture

WBSCM – Web Supply Chain Management

IDOE (FDP) Contacts

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USDA FOODS Resources

[IDOE Food Distribution Program](#)

[USDA Foods Distribution Programs](#)

[ACDA's RA Processing Handbook](#)

2018-19 State of Indiana Holidays

Christmas, December 24-25, 2018

New Year's Day, January 1, 2019

Martin Luther King Holiday, January 21, 2019

****State Offices are closed in observance of the above holidays.**